

Process Name: Payroll		Process Identifier: PY	
Sub-Process Name: Payroll Audit		Sub-Process Identifier: PY-3	
Sub-Process Purpose and Objectives: The Payroll Audit process is intended to provide for the review and correction of payroll data to ensure that the payroll processes correctly.			
Sub-Process Description: Payroll Audit begins two days before the processing of the payroll calculation. All payroll audits process data from the employee master file, the time entry process, supplemental data (manually calculated and input data), and interface data from third parties such as TPA's, FLEX, TSEA, etc. The audit process is completed in three distinct steps – first audit, second audit, and third audit. The output of each process is a set of audit reports which are reviewed by payroll, personnel, and agency personnel. Corrections are then made by the agencies, personnel, and payroll (see definition of roles below). After the third audit, the process flows automatically into Payroll Calculation with no opportunity for additional data correction.			
Roles for data correction: <ul style="list-style-type: none">• Agency – Add and correct time entry data• Personnel – Add and correct any data affecting payroll• Payroll – Add and correct specific data affecting multiple pay cycles (primarily liens, garnishments, and direct deposit information)			
Sub-Process Trigger(s): <ul style="list-style-type: none">• 8-9 days before payroll		Key Sub-Process Participants: <ul style="list-style-type: none">• Agencies• Personnel• Payroll• Third party data providers	
Inputs:			
Input	Format	Volume/Time	Suppliers

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Timecard data	Data Capture system	>50,000/pay period	Agencies (Time Entry process)
Employee data	Paper forms/online	1140/pay period <ul style="list-style-type: none"> • Direct deposit – 500 • Liens/garnishment – 500 • Savings bonds – 35 • Deduction change – 15 • Tips – 62 • Misc. - 25 	Agencies/external (court)
Third party data	Various automated	<ul style="list-style-type: none"> • 400 - deferred comp • 10 – TSEA • 30-60 - FLEX 	TPA's, TSEA, FLEX
Outputs:			
Output	Format	Volume/Time	Recipients
Corrected payroll input	Updated database	50,000//pay period	Payroll Calculation process
Payroll audit reports	Printed report/Infopac	32 reports first audit 32 reports second audit (payroll reports) 88 reports third audit	Payroll/agencies/personnel
Performance Measures Tracked:			
Measure	Approx. Value		Target Value
Reduce errors and timely input	NA		NA

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Laws, Regulations, and Policies That Govern Sub-Process: <ul style="list-style-type: none"> • Deferred Comp regulations • Bankruptcy laws as applied to 401k processing 			
Current Sub-Process Issues/Problems: Review is labor intensive due to lack of consolidated error reports			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Improved exception reporting (consolidating errors to a single report by employee)			
Flexible lockout to allow for entry by agencies		Reduces workload for personnel and payroll, and increases accuracy by placing data correction at the source of data capture; shifts responsibility for accuracy to agencies	C
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS/CZAI		See PY-1	



